



# CITY OF HOUSTON

Houston Police Department  
Neighborhood Protection Corps  
7125 Ardmore, Houston, TX 77054  
FAX: 832-394-0643

## OPEN RECORDS REQUEST

- ☐ Request is submitted to REVIEW the file for the following property: \_\_\_\_\_
- ☐ Request is submitted for COPIES from the file for the following property: \_\_\_\_\_  
Copies requested: \_\_\_\_\_
- ☐ Request is submitted for a list of properties that have received violation notices regarding their building (The most recent list will be provided unless otherwise requested)
- ☐ Request is submitted for a list of properties that have hearing orders (The most recent list will be provided unless otherwise requested)
- ☐ Other request: \_\_\_\_\_

Applicable charges will apply. Responses will be provided within 10 business days. For questions, please call 832-394-0637.

Requestor Name (please print): \_\_\_\_\_

Requestor Address (please print): \_\_\_\_\_

Requestor Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date received: \_\_\_\_\_  
Copy fee \$: \_\_\_\_\_  
Initials: \_\_\_\_\_

Date information provided: \_\_\_\_\_  
Tracking Number: \_\_\_\_\_  
Other: \_\_\_\_\_